

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, September 26, 2013 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present:	Chair Fewell, Supervisor Jamir, Supervisor Moynihan
Excused:	Supervisor Carpenter, Supervisor De Wane, Supervisor Steffen
Also Present:	Kerry Blaney, Juliana Ruenzel, Lynn Vanden Langenberg, Brent Miller, Maria Lasecki, Supervisor Robinson

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:08 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of August 29, 2013.

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

1. Review of minutes:

- a) **Housing Authority (July 15, 2013).**
- b) **Housing Authority (Special Meeting of July 29, 2013).**

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. Communication from Supervisor Robinson re: That the County consider policies and practices making it possible for supervisors to access technology to fulfill their responsibilities (e.g. borrowing laptop computers for watching DVD testimony). *Held for one month.***

Supervisor Robinson stated that this communication started when supervisors were required to watch the DVDs for the grievance hearing held recently. When the DVDs came out Robinson was unable to run them on his Apple computer. Technology Services told Robinson that he could come in and watch the DVD in the office but due to the length of the DVD this was really not an option. Eventually Robinson spoke with Director of Administration Brent Miller who allowed him to borrow a computer to watch the DVD, however, there really is no policy on this.

Robinson continued that another area that he had questions about was videotaping meetings to make recordings available for those unable to attend. Robinson realizes that the issue of recording meetings had been discussed previously, but he is wondering how to get access to the information that is needed. He acknowledged that written minutes are great, but he did not feel it gave a great sense of back and forth conversations that take place at a meeting.

The third piece of this is having access to technology at the meetings themselves. He would like to see tablets or laptops available to supervisors so that they could access information during the

meeting. He felt a conversation about what technological needs supervisors have for serving in their roles would be appropriate. He indicated there were a number of things they could do a better job with in terms of accessing information and facilitating conversations. Robinson felt this could be as simple as coming up with a policy for supervisors to borrow laptops to watch DVDs, but he felt a bigger conversation should be had as to how to utilize technology by the Board.

Supervisor Jamir stated that he had attended the WCA Conference recently and found it to be eye opening and the time he was there was well spent. The conference allowed him to get a better understanding of where Brown County is compared to other counties, both larger and smaller. He noted that counties both larger and smaller are on the road of technology and using technology as both a benefit in doing their jobs as well as a savings to the taxpayers. Some of the things they talked about included that some of the counties have gone paperless and the fact that supervisors are issued a tablet or some other type of device and this seemed to be well received by supervisors, young and old.

Jamir continued that Brown County should be open to these ideas and he agreed with Robinson's communication. He would like to open up some communication with surrounding counties so we might be able to have a discussion regarding sharing resources. For example, Brown County is currently operating two data centers. Jamir wondered if it would be possible to save money by having one data center and partnering with an adjacent county for disaster recovery instead of both counties each having two data centers.

Jamir also wished to explore the cost of sending out the agenda packets and what time and cost savings there may be in having these documents provided to supervisors electronically. These are things Jamir would like to look at as a Committee to see if it makes sense to bring it to the full Board. He is very much in favor of looking at technology to see how it could better serve the County. He acknowledged that the Board was in a predicament with the DVDs they were supposed to watch recently in that the DVDs run time was approximately seven hours and he noted that he had to download additional software on his personal computer to view the DVD. Jamir felt it would be a good idea for supervisors to be able to check out some piece of equipment if they are expected to do these types of things. He also was in favor of having visual recordings of meetings made in some fashion for those who are unable to attend. He felt it was a matter of the Committee getting involved in taking a look at what would make sense and he is in support of doing something.

Fewell felt that there were also other issues including conducting County business through personal e-mail accounts. He noted that although he does not have anything on his computer that would be offensive, he still has information on it such as financial information that he would not want discoverable. He felt the Board should look at if supervisors should be using their own devices to do County business. Fewell also felt that when supervisors "reply to all" that makes everyone's device discoverable and he does not like that. He does not think his personal information needs to be discoverable.

Supervisor Moynihan stated that Ashwaubenon has laptops for their trustees and this is something we should be looking into in Brown County as well. As far as Jamir's suggestion of going paperless, Moynihan stated that this is something that he brought up before but got a lot of push back from the Board with regard to minutes and things of that nature. Moynihan asked Brent Miller when carryovers will show up next year from this budget year. Miller responded that this would be in the March time frame. Moynihan asked if there was carryover funds available, if they could RFP for laptops for 26 supervisors because to the point Fewell brought up, Moynihan uses his personal account as well. Moynihan asked if a tablet may be the way to go versus a laptop and Jamir responded that a tablet would be fine for research and looking up websites and things of that nature, however, if a supervisor needed to author a document, then a laptop with word processing

software would be better. Moynihan suggested that we wait to see what carry over funds may be available and then perhaps put something technological in place for the next Board. Fewell felt for the immediate future a motion to come up with a policy for the Board to borrow equipment when necessary would be appropriate.

Robinson stated that he felt Moynihan's suggestion of using carry over funds for laptops or tablets for the supervisors makes a lot of sense. In the meantime, Robinson suggested forming a task force of several tech savvy supervisors to look at putting together some proposals with regard to this that they felt would pass by the County Board so that we can do this as part of a bigger plan. He knows enough about technology to know that doing this piecemeal actually may end up in a worse place and cost more money. He would encourage the Committee to think about what Jamir said and look at proposals that fit together. He would also like a time limit put on this so a task force could come back at a certain time with a list of recommendations and how the recommendations were made and why they make sense and how it would mesh with what is already being done online.

Fewell felt that if carry over funds were looked at for this a determination could be made prior to the next election. Moynihan stated that a plan could be put in place and then finalized when the carry over funds are finalized. Miller stated that if this was done with carry over funds or comes out of the general fund, it is still coming from the general fund. Moynihan felt it may be more palatable for some supervisors to have it come from carry over funds.

Jamir stated he would support creation of a policy that allows for supervisors to be able to check out a laptop or other device when needed as he does not believe that policy is written anywhere.

Robinson brought up the idea of a task force again to take some time and come back with a recommendation. Moynihan suggested that Jamir be part of the task force due to his technological background. Fewell stated that if a task force is formed, formal meeting would have to be had and he is not in favor of that. He would rather see this done on an informal basis and a recommendation be brought back in the form of a communication. Jamir stated he would be honored and privileged to serve with a group to put together some recommendations to bring back.

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to create a policy for supervisors to be able to check out a laptop or other device when needed. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

3. Monthly Report for August, 2013.

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

4. Budget Status Financial Report for the Months of June and July, 2013.

Treasurer Kerry Blaney reported on the June and July financials contained in the agenda packet. He indicated that delinquencies are down this year. His office will be starting foreclosures for 2010 and the delinquent parcels will be put out for a title search shortly to do the legal work. Last year they ended up filing on about 350 parcels and this year the number is closer to 300 so things are headed in the right direction. Blaney noted that they will also be evicting several families from their homes and they are in the process of doing that right now. Even though the numbers are down, some of the cases they have are more complicated than they have had in the past. Blaney does not like

doing the evictions but he noted that they work with the home owners and do everything possible to help the people before it gets to that point.

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Treasurer's Financial Report for the Months of June and July, 2013.**

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Treasurer's Report.**

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

7. **Budget Status Financial Report for July, 2013.**

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Budget Adjustment Request (13-85) Category 5: Increase in expenses with offsetting increase in revenue.**

This budget adjustment is to increase revenue based on receipt of \$21,925 from the State with an offsetting increase in expense. The Child Support Agency earned this revenue for their work establishing third party health insurance on participant cases which makes MA the payor of last resort. The Agency will utilize the money to develop a one stop area for the Supporting Parents Supporting Kids program and will add two additional, much needed interview rooms for pretrial use. Child Support Administrator Maria Lasecki stated that this is very much needed and the additional area will include a computer for use by clients looking for work. A door has been purchased and will be added to a hallway to section off one public area that is somewhat still protected from the secured area which is on lockdown and to create some room for use by their partner agency and case manager. This is being done for ultimately the cost of the door which Lasecki felt was an inexpensive fix that will go a great way to making sure that services are being provided as efficiently as possible.

Jamir asked if the cost of the computers was budgeted and Lasecki responded that that cost has been budgeted and will be offset by the grant. Jamir asked what the cost of ownership would be for these computers and how long the computers are perceived to be needed. Lasecki stated that the computers represent a one-time cost and each computer will be about \$700 from IS. She also stated that once the computers reach their life expectancy, the grant may go away, but they are then hoping to move into a Children First circumstance and they will apply for that at the end of the grant. Jamir indicated that he was trying to understand what the burden of these computers may be on IS. Lasecki responded that this is a five year grant and ultimately if she did does not have the Children First program she does not know that the computers would be replaced at the end of their life expectancy. Jamir stated that he wants to provide services for the children, but he just wants to make sure that this goes through the Board and that it is very clear as to where the funding is coming from and what should be expected in the future.

Fewell asked if this would be a duplication of services given the fact that Green Bay has a job center for people looking for work. Lasecki stated that this is not being viewed as a duplication of services but rather is being viewed as part of what is needed to ensure a one stop location.

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Administrator Summary for August/September, 2013.**

Administrator Lasecki pointed out that her department is always looking to go from good to great with regard to the work they are performing. In that respect, she reported on the agency performance measures through August 31, 2013 contained in the administrator summary in the agenda packet. She noted specifically that the child support collection rate has increased 1.77% which equals \$495,000 over what was collected the previous year.

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration/Technology Services

10. **Administration Budget Status Financial Report for July, 2013.**

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Technology Services Budget Status Financial Report for July, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **2013 Budget Adjustment Log.**

See Item 13 below.

13. **Budget Adjustment Request (13-83) Category 3b: Reallocation of personnel services and fringe benefits to fit another major budget class except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.**

Director of Administration Brent Miller indicated that he would take Items 12 and 13 together as they are interrelated. The budget adjustment is for reallocation of vacancy savings to be used to fund a consultant performing network security testing and to cover overages in the chargeback accounts as well as reclassifying budgeted funds for extra help to professional services for positions through an employment agency and reclassification in Transfer in Wages for temporary reassignment of Programmer/Analyst to Financial Systems Project Manager.

Miller stated this relates to the testing by the consultant regarding the HIPAA compliance and the 1800 openings that were able to be closed to keep the County from being in violation of the HIPAA laws that went into effect on September 23, 2013. Further, this relates to the financial systems project manager from the Administration budget that they would like to keep around in the absence of the Director.

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to approve Items 12 & 13. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director of Administration's Report.

Director of Administration Brent Miller provided the Committee with a report of the Technology Services Department. He stated that HIPAA compliance testing is nearly complete and as stated earlier there were a number of holes that have been fixed to make the County compliant.

Miller also provided the Committee with an update as to the fiber optic project as it relates to the recent damage to the Leo Frigo Bridge. He stated that the four inch conduit they have with the DOT does not go the whole length of the bridge. It is buried in the ground to the river's edge and then goes straight up the bridge but does not go the whole length of the bridge which is a good thing. Had the fiber been inserted into the conduit, the fiber would have snapped when the bridge sagged as there would not have been enough room for it to stretch. This would have resulted in numerous and serious problems. At present the DOT has suspended the fiber optic project. There are many questions and not a lot of answers at this time, but Miller will keep the Committee advised as answers are received. We are looking at about \$580,000 to do the tunneling under the river and come up on the other side, but of this, about \$200,000 would be returned by the State and Miller is making the Committee aware of this, however, this is not a definite plan and he just wished to advise the Committee that this is an option.

With regard to the HIPAA compliance project, Jamir asked if all deficiencies have been corrected and completed and Miller indicated that most of the deficiencies have been completed. They had to show a good faith effort to complete these things and are making a diligent effort to get them done. Interim HR Director Lynn Vanden Langenberg indicated that the problems with regard to the HIPAA project were ranked according to how critical they were and they are being worked on in that order.

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

15. Budget Status Financial Report for July, 2013.

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Activity Report for August, 2013.

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control.

Interim HR Director Lynn Vanden Langenberg advised the Committee that as they are working on the class and comp study they are finding basically the same title with many, many variations. The DA's office recently had a vacancy which will be filled at a Clerk/Typist II level. What they intend to do is take all of the other positions from all of the other departments and rename them Clerk/Typist II. This will not affect current employees, but only those being hired in the future so it is universal across the County. Moynihan stated that this will help to consolidate some of these titles.

**Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

18. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.

**Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

19. Resolution re: Reclassification of the Information Services Director Position Technology Services Department.

Vanden Langenberg stated that this position is currently vacant and there have been four directors in the past seven years. She noted that sometimes when they post this position they do so without the salary and then when candidates are made aware of the salary they drop out. Vanden Langenberg has determined that they are below market for this position. This resolution will reclassify this to a new grade to get it competitive with the market. She has checked with other counties to see what they are paying their directors and she found that Brown County is low. She would like to have this position filled before the class and comp study is done. Moynihan indicated that both Miller and Vanden Langenberg have full plates and he would like to see this position filled as quickly as possible.

**Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

20. Directors Report.

Vanden Langenberg stated that she wished there to be full disclosure of the items she is working on and one of these things is the deferred comp plan. This is a plan where employees can have a deduction from their paycheck put into deferred compensation. This plan has been with Nationwide for the last 30 years; however, there have been a number of employees who have come forward to express feelings that they are not being provided with enough options. Vanden Langenberg has done some research with a company named ING and this is the same company that administers the County's VEBA account which would streamline things for employees.

Fewell asked when the contract was up with Nationwide and Vanden Langenberg stated that they would have to give a 30 day notice to discontinue but she noted that it would take longer than 30 days to get established with a new company. She noted that employees would be able to keep their balance with Nationwide if they choose however, it would not be possible for any further deductions to be made from their paychecks to be deposited with Nationwide.

Fewell stated that part of what Vanden Langenberg brought to him was that some employees complained that the fees being charged are high and he suggested that we RFP this and give the employees an option or look at what would be better options.

Vanden Langenberg continued that with the County reducing the disability benefits to 60% there is group insurance employees can get that marries the healthcare and disability that is offered to employees that they could pay for themselves so it would not be a benefit the County pays for but the pricing would be better because the County gets group rates. The third party administrator for health insurance, UMR, UHC is what this arm of it would be and the County can offer employees critical, illness and accident insurance. If they have a claim that they turn into their health insurance, this policy would pay them directly for things such as babysitters for doctor appointments. The nice thing about it is they offer wellness benefits which almost pay for the

policy. Fewell stated that this is purely optional and there are no County dollars spent on this and the question would be whether to bid this out as this could be advantageous to the County.

Vanden Langenberg also reported that the County has been approached by Dental Associates and advised that they would provide higher insurance coverage if employees want to take that as an option. This could be run concurrently with the Delta Dental plan. The Dental Associates plan would provide coverage up to \$2,500 while the Delta Dental cap is \$1,250.

Vanden Langenberg concluded with a discussion regarding the 2015 health insurance plan because they plan this a year in advance and she thought it was the Administration Committee that wanted to begin working on that as far as the Affordable Care Act is concerned. She felt that this could probably wait until January after budget time. Fewell felt that waiting until January may be appropriate and he also felt there should be a session held with County Supervisors to allow them to give their input knowing that a plan will have to be put together. Fewell asked if the contract with UMR is up and Vanden Langenberg stated that they will be the plan administrator through 2014.

Robinson stated there were a lot of questions for 2014 and there was a perceived disconnect in terms of information and timeline between benefits and salaries for employees. He felt if there was anyway those two could be brought together in the same conversation with supervisors things would be more clear. Robinson understands from talking to people in other counties that there are some that handle compensation packages earlier than the budget.

Fewell stated that what was seen in the past was union contracts with a wage cost and a benefit cost and the total impact on how it was going to impact the employer. He felt that with the computer software the County has there should be able to be something printed that says this is the benefit an employee gets and this is the wage an employee gets and this is the total cost of having that person on staff for a year. Most employers supply this information to their employees, including Fewell's own employer. By having this information provided you would be able to see the correlation between raising the benefit cost and giving raises to employees.

Miller commented on Fewell's earlier statements regarding the union contract and stated that previously there were nine unions and each one had their own special terms for health insurance so there were nine subsections in the health insurance and all benefits were negotiated separately. Now, by law, the only thing able to be negotiated is across the board wages with most employees so it is possible to unify benefits including health insurance across the board. A discussion also ensued with regard to employees who choose not to take the County benefits.

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk – No agenda items.

Other

21. **Audit of bills.**

Motion made by Supervisor Jamir, seconded by Supervisor Moynihan to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Such other matters as authorized by law.**

a. **Discussion regarding setting the date for the Administration Committee Budget Meeting.**

A discussion was held with regard to the Administration Committee budget meeting. It was decided to hold the budget meeting along with the next regularly scheduled meeting on October 24, 2013.

23. **Adjourn.**

Motion made by Supervisor Moynihan, seconded by Supervisor Jamir to adjourn at 6:26 p.m.

Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary